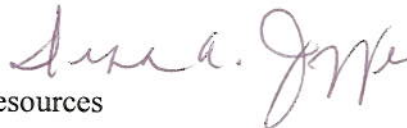


SEP 19 2008



UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer
Assistant Secretary for Administration
Washington, D.C. 20230

MEMORANDUM FOR Secretarial Officers
 Operating Unit Heads

FROM: Deborah A. Jefferson 
 Director for Human Resources
 Management

SUBJECT: Chief Financial Officer and Chief Information Officer
 Performance Evaluation Process for 2008

Pursuant to the Chief Financial Officer Act of 1991, Department Organization Order (DOO) 10-5, dated December 31, 2003, establishes the Chief Financial Officer/Assistant Secretary for Administration's (CFO/ASA) authority to serve as the Department's Chief Financial Officer (CFO), directing, managing, and providing policy guidance and oversight of all agency financial management personnel, activities and operations. This DOO also establishes the Deputy CFO's authority to, in consultation with the CFO/ASA, serve as the supervisor of record for a critical element entitled "Financial Operations and Management," which focuses on support of Department- and Government-wide goals, and accounts for 25 percent of the bureau CFOs' annual performance plan.

Public Law 104-106, known as the Clinger-Cohen Act, established the position of Chief Information Officer (CIO) in executive agencies. DOO 15-23, dated February 2, 2007, establishes the CIO's authority to serve as the supervisor of record for a critical element entitled "Information Technology (IT) Management," which focuses on the bureaus' contribution to achieving the Department's IT security and management goals.

The end-of-year performance appraisal procedure for bureau CFOs and CIOs is provided below. Please note there are some changes in submission requirements from 2007.

1. Each CFO and CIO will receive an initial rating of record by his/her immediate supervisor covering the bureau's 75 percent of the rating. This will include financial or IT issues internal to the bureau and other administrative matters. This rating package will be forwarded by the immediate supervisor to Denise A. Yaag, Director, Office of Executive Resources, HCHB Room 5108, no later than October 20, 2008.
2. The Deputy CFO will evaluate each bureau CFO under the aforementioned critical element entitled "Financial Operations and Management," covering 25 percent of the rating. Similarly, the Departmental CIO will evaluate each bureau CIO under the critical element, "IT Management." Upon assignment of ratings for these elements, the Deputy CFO and Departmental CIO will forward their 25 percent element ratings to Ms. Yaag no later than October 20, 2008.

Subject: Chief Financial Officer and Chief Information Officer Performance Evaluation
Process for 2008

Page 2

3. The Office of Executive Resources will consolidate the element ratings into proposed final summary ratings. The Director for Human Resources Management will provide the proposed final ratings to the Principal Human Resources Managers so that operating unit Performance Review Boards (PRB) may evaluate them in order to make final recommendations on each CFO's and CIO's performance, including recommendations for overall performance ratings and bonuses.

4. The Appointing Authority will consider the recommendations of the PRB(s), issue final recommended ratings of record, and provide them to the Director for Human Resources Management no later than November 7, 2008.

If you have any questions concerning the final rating process, please feel free to contact me at (202) 482-4807.

cc: Principal Human Resources Managers